

HUMAN RESOURCES POLICY

Fauquier County, Virginia

Policy Title: Uniforms, Protective Clothing and Safety Equipment
Section No.: 15

Effective Date: 06/17/02
Supersedes Policy: 9/25/86

I. PURPOSE

It is the objective of the Board of Supervisors to provide uniforms, protective clothing and safety equipment to specified employees for use in the performance of their job duties.

II. SCOPE

This policy applies to all full-time, part-time and temporary employees.

III. PROCEDURES

A. Uniforms and Protective Clothing

1. Uniforms and protective clothing shall be provided to each employee whose position precludes wearing personal clothing for reasons of prospective damage to normal personal work attire or for safety concerns.
2. Department Heads/Constitutional Officers and/or the Risk Manager shall identify positions requiring uniforms and/or safety equipment.
3. Uniforms and protective clothing shall identify the wearer as an employee of Fauquier County. All uniforms shall contain an identifying patch or insignia of Fauquier County.
4. Department Heads/Constitutional Officers shall determine if the respective Department or employee shall perform cleaning/repair activities based upon practical and economic considerations.
5. An employee's supervisor or other designated official, in coordination with the Risk Manager, shall determine when uniforms and protective clothing are non-serviceable and must be replaced.

B. Safety Shoes

1. Safety shoes shall be provided to each employee whose position requires the wearing of protective footwear.

2. The County shall provide no more than two (2) pairs of safety shoes per year to each employee at a cost not to exceed the amount established in the fiscal year budget.
 - a. An employee may purchase a higher priced safety shoe by paying any additional cost.
 - b. An employee purchasing a higher priced safety shoe must present a purchase sales receipt to the respective Department Head/Constitutional Officer for reimbursement. All safety shoe purchases must comply with this policy section.
3. Safety shoes shall be replaced as the shoes become unserviceable. An employee's Department Head/Constitutional Officer or other designated official, in coordination with the Risk Manager, shall determine when safety shoes must be replaced.
4. All safety shoes worn by employees shall be classed according to ANSI Z.41.1-1967 Standard as prescribed by OSHA (Regulation 29, CFR Part 1910-136).
5. The Department Head/Constitutional Officer, in coordination with the Risk Manager, shall resolve
 - a. any questions regarding the acceptability of shoes;
 - b. any requests to be provided safety shoes by employees whose position classification does not require them; or
 - c. any requests to waive the safety shoe requirement.

C. Hard Hats

1. Hard hats shall be provided to each employee whose position requires the wearing of protective headwear.
2. The County shall, at the time of the appointment to a position that requires the wearing of protective headwear, provide one hard hat to each employee.
3. All hard hats worn by each employee shall be classed according to ANSI Z.89.1-1969 and Z.89.2-1971 Standard as prescribed by OSHA (Regulation 29, CFR Part 1910-135).

4. Any questions regarding the acceptability of hard hats or exceptions to the requirement to wear hard hats shall be resolved by the Department Head/Constitutional Officer, in coordination with the Risk Manager.

D. Safety Gloves

1. Protective gloves shall be provided to each employee whose position requires the wearing of safety/protective gloves.
2. An employee shall be provided with no more than one pair of safety gloves per fiscal year. If applicable, all protective gloves worn by an employee must comply with designated OSHA specifications adopted by the County.
3. Protective gloves shall be replaced as they become unserviceable. An employee's supervisor or other designated official, in coordination with the Risk Manager, shall determine when gloves must be replaced.
4. The Department Head/Constitutional Officer, in coordination with the Risk Manager, shall resolve any questions regarding the application of this requirement.

E. Safety Eyeglasses/Eyewear

1. Safety eyeglasses shall be provided to each employee whose position requires protective eyeglasses to be worn on a continual basis.
2. One pair of protective eyeglasses, to include the eyeglass frame and lenses (plain and prescription), shall be provided to each employee. The employee shall be responsible for any cost associated with an ophthalmologic or related examination required to determine the prescription of lenses.
3. Protective eye equipment, e.g. goggles, hoods, etc., shall be provided for an employee who is required to operate dangerous equipment or be exposed to hazardous situations.
4. The Department Head/Constitutional Officer, in coordination with the Risk Manager, shall resolve any questions regarding the application of this requirement.

F. Employee Responsibility

1. The loss or excessive wear of uniforms, protective clothing and safety equipment shall not relieve the employee of the responsibility to wear uniforms and/or safety equipment.

2. The loss or destruction of uniforms and/or safety equipment due to employee negligence shall be the responsibility of the employee.

G. Departmental Safety Policies And Special Requirements

Department Heads/Constitutional Officers may implement policies or special requirements that exceed those outlined in this policy. Any such departmental policies and/or special requirements shall take precedence with respect to this policy.